

# Getting started with Workday

---

## 1. Make sure you have the latest supported version of your browser (Chrome, Firefox, etc.—whatever your department uses)

Talk to your IT support if you need help with this.

---

## 2. Make sure you know your USC NetID password and username

This is often referred to as your official USC username and password or Shibboleth password. It's sometimes called your enterprise or UNIX password. Some of the other applications and systems that use the USC NetID username and password include Quali, Blackboard, and TrojanLearn.

If you don't login to any of those systems and need to find out your USC NetID, go to [www.usc.edu/firstlogin](http://www.usc.edu/firstlogin) and submit the requested information. That will give you your username. If you think you know the password associated with that username, try logging in to [www.usc.edu/blackboard](http://www.usc.edu/blackboard). If that doesn't work, contact the ITS Customer Support Center at **(213) 740-5555** for help.

---

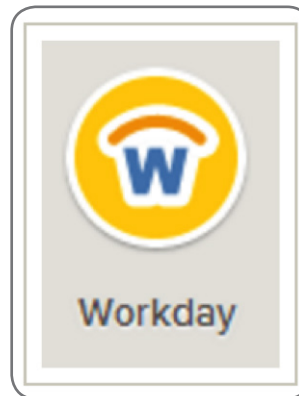
## 3. If you haven't already, set up USC's DUO identification

This extra security step is required to access anything with your USC NetID. To set it up, visit <https://itservices.usc.edu/duo/>.

---

## 4. Log in to Workday using your USC NetID

Access Workday through the *Employee Gateway*. Click on the Workday icon in the popular links, which looks like this:



Note that you will be asked to use DUO to complete logging in.

---

## 5. I'm in—how do I use Workday?

Check out the many *helpful guides and videos* that walk you through many of the functions available in Workday.